

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL
Chapter II: FIP Components	COMAR: 07.03.03.03, 07.03.08
Section 3: Emergency Assistance	

PURPOSE

Family Investment Administration (FIA) allocates a set amount of funds to each local department for meeting emergencies for families with children (EAFC). Each local department has the flexibility to develop a plan for the unique requirements and resources within that particular jurisdiction. If budgeted funds are exhausted, the local department must use funds from another source to meet any additional emergencies. This section provides information on specific federal and State requirements for emergency assistance.

I. FEDERAL REQUIREMENTS

- A. An EAFC is issued to avoid the destitution of a individual under the age of 21
 - 1. The application must include an individual under the age of 21
 - 2. The application may include a married couple only, as long as one of them is under age 21.
- B. The applicant household must not have resources available to meet the emergency
- C. The emergency is not the result of quitting a job without good cause
- D. Good cause includes, but is not limited to:
 - 1. Discrimination based on:
 - a. Race
 - b. Color
 - c. National origin
 - d. Ethnicity
 - e. Age
 - f. Gender
 - g. Disability
 - h. Religion or political belief
 - i. Sexual orientation
 - j. Martial status
 - k. Limited English Proficiency
 - l. Cultural differences

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2. Breakdown in child care or transportation
3. Domestic violence
4. Hazardous working conditions
5. Documented illness or incapacitation
6. Incarceration
7. Resignation at employer's request or
8. Other circumstances determined to be good cause by the local department

I. LOCAL PLANS MUST:

- A. Meet federal requirements;
- B. Be approved by DHR;
- C. Have DHR approval for any modification; and
- D. Include the:
 1. Method used to allocate resources among applicants
 2. Types of emergencies to be covered
 3. Application process
 4. Verification required
 5. Maximum number of times a family may receive EAFC assistance within one 12-month period.
 6. Maximum amount of money that can be paid per EAFC grant within a fiscal year
 7. Financial eligibility requirements
 8. Method of payment (EBT or manual check)
 9. Plans for transfer of EAFC funds to other customer services if applicable

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II. The local plan designates the types of covered emergencies. Coverage may include emergencies not listed here. The following are examples of emergency types the local may choose to include in their plan:

1. Disasters: fire, flood, hurricane, tornado, civil disturbance
2. Pending foreclosure or eviction
3. Pending eligibility determination for continuing assistance
4. Theft or breakdown of an essential appliance
5. Lack of an essential appliance due to landlord's refusal to furnish the appliance
6. Being stranded away from home
7. Lack of a home for a child discharged from Foster Care or an institutional placement
8. Lack of or insufficient supply of heating fuel, lack of utilities, or threat of imminent utility turn-off
9. Theft of money

F. The local department may pay EAFC in addition to:

1. Temporary Cash Assistance (TCA)
2. A Welfare Avoidance Grant (WAG)
 - An EAFC grant may not be used interchangeably with a WAG

G. An applicant is not required to file for child support to receive an EAFC grant .

H. There is no length of residency requirement for EAFC eligibility.

I. EAFC applicants may file for other benefits, such as:

1. Temporary Cash Assistance (TCA)
2. Medical Assistance (MA)

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3. Food Stamps (FS)

- K. Case records must contain sufficient information to substantiate the case manager's actions in approving or denying the EAFC application.
- L. Screen, process and issue all EAFC benefits through CARES.
- M. Finalize EAFC applications on the same day received, if required information is available.
 - ◆ Processing includes all manual-processing steps through CARES KMEN
- N. Local departments must have procedures in place for issuing benefits if the system is down.

Remember that because of the way CARES operates and because these are emergencies, finalization, including issuing the BEG, must be done on the same day.

- O. Customers must be sent a notice advising that the EAFC was approved or denied.
- P. Customers have the right to appeal the decision to deny EAFC assistance
 - ◆ Benefits are not paid pending the hearing decision.

ADDITIONAL INFORMATION

Family Investment Program Components - Temporary Cash Assistance
 Family Investment Program Components - Welfare Avoidance Grant